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***European Space Agency***

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***HERSCHEL***

SGS SOV 1

Herschel KP & GT  
Ground Segment System Test

Test Plan & Procedures

HERSCHEL-HSC-DOC-2185

Draft 1.0

11<sup>th</sup> December 2006

## DISTRIBUTION LIST (DRAFT ISSUE 0.9)

	Overall document		Summary
	Action	Information	
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## 1 INTRODUCTION

This document corresponds to the test plan & procedure document related to the KP & GT Ground Segment System tests planned to be performed at the Herschel Science Centre. This document is written according to the requirements laid down in [AD 1] and [AD 3]. It describes the objectives, pre-requisites, requirements, outcomes and teams associated with the test.

These tests correspond to the System Overall Validation tests #1 defined in the SGS I&T Plan document [AD 3].

Test procedures are provided in section 5 of this test plan. Draft Issue 1.0 shall address those procedures relevant to 1<sup>st</sup> Test with the formal issue 1.0 containing the test report from the 1<sup>st</sup> test. Draft Issue 2.0 shall contain those procedures related to the second test while formal issue 2.0 shall contain the test report.

### 1.1 Test Context

Two tests will be performed from the 11<sup>th</sup> to 13<sup>th</sup> December 2006 and the 17<sup>th</sup> & 18<sup>th</sup> January 2007 to ensure readiness to support the call for Key Programme proposals that shall be made on the 1st February 2007.

The first test shall be 3 days long with the second being between 1-2 days depending on how much retesting due to problem fixing is required. This test will involve all of the PST team members as well as the science operations engineer and a number of HSCDT team members.

To be able to say that the HSC system is ready to support the AO call for proposals, it needs to be demonstrated that it can support the opening of the AO, the closing of the AO and finally the TAC process.

## 1.2 Applicable Documents

The following applicable documents have been identified.

AD	Document Title	Reference
1	Herschel/Planck Ground Segment System Test Plan (GSSTP)	PT-CMOC-MGT-PL-1201-OPS-ONV (draft) 1 April 2005
2	HCSS User Requirements Document	FIRST/FSC/DOC/0115, Issue 2.2
3	Herschel Science Ground Segment Integration & Test Plan	HERSCHEL-HSC-DOC-0589

## 1.3 Reference Documents

The following reference documents have been identified.

RD	Document Title	Reference
1	QMS Work Instruction for Test Planning and Reporting	QMS-ESOC-GSEG-WI-1301-OPS Issue 1.5 September 2004
2	Herschel Science Ground Segment System Data Flow TN	HSCDT-TN052
3	HCSS User Registration Scenario	HERSCHEL-HSC-DOC-0830

## 1.4 Acronym List

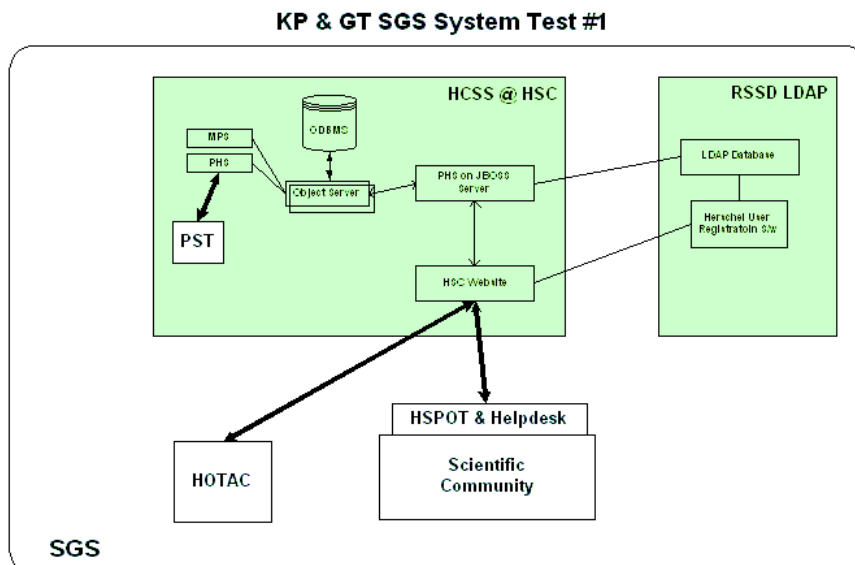
AO	Announcement of Opportunity
AOR	Astronomical Observing Request
AOT	Astronomical Observing Template
AR	Anomaly Report
CCB	Configuration Control Board
CSDT	Common Science Development Team
CUS	Common Uplink System
FIRST (ESA)	Far Infrared and Submillimetre Telescope (former name of Herschel)
GS	Ground Segment
GT	Guaranteed Time call for proposals
HSCDT	Herschel Science Centre Development Team
HCSS	Herschel Common Science System
HIFI	(Herschel) Heterodyne Instrument for the Far Infrared
HOTAC	Herschel Observing Time Allocation Committee
HSC	Herschel Science Centre
HSCOM	HSC Operations Manager
HSCOT	HSC Operations Team
H/W	Hardware
KP	Key Programme Call for proposals
OD	Operational Day
PACS	(Herschel) Photodetector Array Camera and Spectrometer
PHS	Proposal Handling System
PI	Principal Investigator
PS	Project Scientist
PST	Project Scientist Team
RID	Review Item Discrepancy
RSSD	(ESA) Research and Scientific Support Department
S/C	Spacecraft
SGS	Science Ground Segment
SOV	System Overall Verification (Test)
SPIRE	(Herschel) Spectral and Photometric Imaging Receiver
SPR	Software Problem Report
SSO	Solar System Objects
S/W	Software
TBC	To Be Confirmed
TBD	To Be Determined
TC	Telecommand
TOO	Target of Opportunity
TM	Telemetry



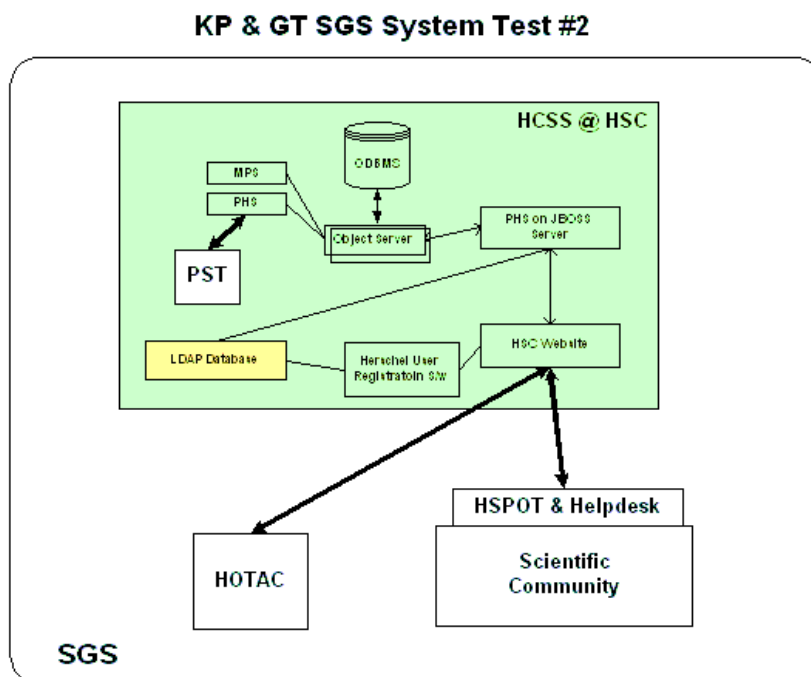
## 2 OVERVIEW OF THE KP & GT SYSTEM DATA FLOW CHAIN

### 2.1 System Data flow drawing related to the AO call for proposals

The drawings in RD 3 provide an overview of the data flow that is expected to take place in the science ground segment including that relevant to the KP & GT call for proposals. Two summary drawings of those interfaces identified in RD 3 are provided below as per the configuration that will exist for each of these system tests. The second drawing represents the configuration expected for the AO call for proposals.



Note : Web Server : includes AO documentation link, HSPOT S/w & Helpdesk & link to ESTEC User Registration S/W & ESTEC LDAP



Note : Web Server : includes AO documentation link, HSPOT S/W, Helpdesk, link to ESAC LDAP & link to ESAC User Registration s/w

From the perspective of breaking the above drawings into a more visible view of the workings of the full chain, the following data flows can be considered to be taking place:

## 1. The User Registration Scenario

### (a) Accessing the Herschel Services

The policy in place is that anyone wishing to take advantage of the following Herschel services (Helpdesk, Proposal Handling, Archive) will need to register in the LDAP system.

As such there should be a link from the main Herschel web page for those users wishing to register.

### (b) Updating your registration or forgotten password

RD 3 provides more details as to what the user should expect to do if he/she wishes to update their user registration details.

In addition, for those who have forgotten their password, RD3 also provides the information required.

## 2. The Proposal Handling Chain

### (a) AO Documentation & HSPOT Software Download

This step involves the provision of a link on the Herschel main web page to a lower level web page containing (a) the list of the AO documentation and (b) a table showing the HSPOT software versions that can be installed by the KP & GT user.

### (b) HSPOT proposals upload

In this case, the PHS option to effectively open the system to receive proposals will be selected.

Users uploading their proposals will automatically be imported in the Versant database, that is, without the need to log-in in the system to activate the account (**Note:** This will not be present for the 1<sup>st</sup> test).

In addition the proposals shall be stored in the Versant DB.

### (b) Capability to change inserted proposals

As part of the standard HSPOT application, users will be able to change their uploaded proposals if they so desire it.

### (d) Access to view proposals & their status

A web page shall be available which shall allow the users to perform the following tasks :

- Check the status of your proposal(s)/aor(s)
- Assign Co Users to your proposal(s)
- Remove Co Users from your proposal(s)
- Edit your notification levels

### **(e) HOTAC Applications**

The PHS should be configured to allow a HOTAC board to view & provide the relevant inputs via the web. Updates to the proposal status after the HOTAC meeting will also be performed using the PHS.

## **3. The Helpdesk**

### **(a) Access to the Helpdesk**

A Herschel web page shall allow a user to be able to go directly to the helpdesk (with the information that this user shall register first before making use of it).

### **(b) Login to the Helpdesk**

Login to the helpdesk shall be performed using the LDAP username & password only. Following the login then a user shall be able to see the status of his/her ticket. The PST shall also be able to access the helpdesk but shall have privileges which allows them to move, respond to or update the status of tickets,

## 3 TEST APPROACH & TEST DETAILS

### 3.1 Items/Features to be Tested

The following subsystems & procedures are to be tested in the KP & GT Ground Segment System tests.

- **Web site for Herschel with links to :**
  - General Herschel news & information
  - Proposal handling pages
  - Helpdesk page
  - User Registration page
  - AO documentation page
  - HSPOT software download page (expected to be same as AO page)
- **HSPOT**
  - HSPOT application running on different platforms
  - HSPOT uploading of proposals to HSC
  - Insertion of proposals into the Versant DB
  - Insertion of subset of LDAP user details e.g. username, email address and Country, into the Versant DB (2<sup>nd</sup> Test only)
- **Helpdesk**
  - User login to the Helpdesk (with LDAP login & password)
  - User visibility of relevant tickets in the Helpdesk
  - PST login as staff on the helpdesk with visibility of all emails received & capabilities to be able to update or respond to the emails received
- **Preparation of HOTAC**
  - Use of Proposal Handling System (PHS) to setup panels, referees etc
- **HOTAC**
  - HOTAC capability to access proposal information & provide comments via the web
  - Use of the PHS for the running of the HOTAC meeting
  - Use of the PHS to define the final conclusions for each proposal i.e. accepted, rejected + final comments
- **Test of procedures**
  - Use of HFOM procedures for AO preparation, AO close & HOTAC pre & post preparation
  - Use of HFOM procedures for access to the operational workstations
  - Use of HFOM procedures for the helpdesk

### 3.2 Test Data Transfer Tables

The following tables show the type of data that will be exchanged during this SOV.

#### **Scientific Community Actors HSC**

<b>From HSC to Scientific Community</b>	<b>From Scientific Community to HSC</b>
Access to Website where they can - Register to LDAP - Download HSPOT Client - Download AO documentation - Access the Helpdesk - View their proposal status	- Test Proposals  - Questions, emails to the Helpdesk

#### **HSC (PST) HOTAC**

<b>From HSC to HOTAC</b>	<b>From HOTAC to HSC</b>
Set of Proposals including Abstract, Justification and scientific analysis from PST	Update the proposal rate/rank criteria

### 3.3 Test Objectives

#### KP & GT Ground Segment System Test #1

SGS I&TP Reference	HGS-VT-SGS-SOV1.0
Test Name	KP & GT Ground Segment System Test #1
Test Objectives	<p>To primarily confirm:</p> <ul style="list-style-type: none"> <li>- That the main interfaces between the KP &amp; GT community and the HSC exist and function as expected</li> </ul> <p>In particular, to demonstrate during the three day test</p> <ul style="list-style-type: none"> <li>- That the HSC (PHS) can function when receiving proposals from different users &amp; different platforms at the same time.</li> <li>- That these proposals can be correctly stored and archived within the HSC database</li> <li>- That these proposals can be assessed by the Project Scientist Team and correctly analysed such that the relevant information expected by the HOTAC team members is available</li> <li>- That the Helpdesk &amp; web server can be used by a wide audience and that the required interfaces with the PST e.g. responding to questions, functions as expected</li> <li>- That the procedures in place at the HSC are correct and cover all nominal scenarios expected to occur during the call for proposals</li> <li>- That the system performs nominally when many users connect &amp; use the system at the same time in the different phases of the AO process</li> </ul>
Test Description	This test shall be performed to verify that the HSC as a system is capable of supporting external use of the system from the <u>basic functional perspective</u> i.e. all interfaces set up & running, all links (intermediate in some cases) in place, all (not-final) software running (web pages not in their final state however).
Test Context	These tests represent a major system test of the full KP & GT System Chain
Test Inputs	Proposals, questions to helpdesk
Test Outputs	<ul style="list-style-type: none"> <li>- New users created in the LDAP DB</li> <li>- Proposals stored in Operational DB &amp; accessible &amp; editable by the PHS tool</li> <li>- Questions stored &amp; filed to the relevant directories in the Kayako helpdesk system with answers provided to each one</li> </ul>
Applicable Constraints	<p>Availability of web interface</p> <p>LDAP in ESTEC up &amp; running</p> <p>Access from PHS to LDAP up &amp; running</p> <p>Access from Helpdesk to LDAP up &amp; running (TBC)</p> <p>Access from PHS to Operational DB server up &amp; running</p> <p>User must login to the PHS application after registering before proceeding to upload their proposals. This login allows the user details to be saved to the versant DB.</p> <p>Acceptance Test SPRs defined at the TRR</p>

## KP & GT Ground Segment System Test #2

SGS I&TP Reference	HGS-VT-SGS-SOV1.1
Test Name	KP & GT Ground Segment System Test #2
Test Objectives	<p>In addition to testing new functionality, this second test shall be a regression test of the functionality that existed in the first ground Segment System Test.</p> <p>This second test shall primarily confirm:</p> <ul style="list-style-type: none"> <li>- That the main interfaces between the KP &amp; GT community and the HSC exist and function as expected</li> <li>- That the website web pages are correctly installed &amp; readable</li> <li>- That the final links between the PHS &amp; the Helpdesk to the ESAC LDAP work as expected</li> <li>- That a single login will result in a user not having to re-login to the Helpdesk or PHS (TBC)</li> <li>- That the HSPOT Software upload will automatically place the proposal user details into the Versant DB</li> <li>- That two parallel call for proposals i.e. KPOT &amp; KPGT, will not lead to confusion in the PHS &amp; HOTAC review</li> </ul> <p>In particular, to demonstrate the same as for the 1<sup>st</sup> test but with the following additional steps</p> <ul style="list-style-type: none"> <li>- That the procedures in place at the HSC are correct and cover both nominal &amp; non-nominal scenarios expected to occur during &amp; after the call for proposals</li> <li>- That the software in use by the system functions according to the requirements with all important SPRs/SCRs included within it</li> <li>- Regression tests will not result in new problems being raised</li> <li>- Anomaly Reports raised in the first test are confirmed closed in this test</li> </ul>
Test Description	<p>This test shall be performed to verify that the HSC as a system is capable of supporting external use of the system from the <u>full functional perspective</u> i.e. all <u>final</u> interfaces set up &amp; running, all <u>final</u> links in place, all <u>final</u> software running &amp; web page contents in their <u>next to final</u> state.</p>
Test Context	These tests represent the second major system test of the full KP & GT System Chain
Test Inputs	Proposals, questions to helpdesk
Test Outputs	<ul style="list-style-type: none"> <li>- New users created in the LDAP DB</li> <li>- Proposals stored in Operational DB &amp; accessible &amp; editable by the PHS tool</li> <li>- Questions stored &amp; filed to the relevant directories in the Kayako helpdesk system with answers provided to each one</li> </ul>
Applicable Constraints	<p>Availability of web interface</p> <p>LDAP in ESAC up &amp; running</p> <p>Access from PHS to ESAC LDAP up &amp; running</p> <p>Access from Helpdesk to ESAC LDAP up &amp; running</p> <p>Access from PHS to Operational DB server up &amp; running</p> <p>Acceptance Test SPRs/SCRs open from previous test closed</p> <p>Anomaly Reports raised from previous test resolved</p>

### 3.4 Test Management

Test Management	
Test Responsibility	Project Scientist Team & Operations Engineer
Test Managers	LO'Rourke
Test Support	<i>HSCDT, ESAC Computer Support Group, RSSD</i>

### 3.5 Re-Testing and AR Closure

The Second KP & GT ground segment system tests shall include a specific set of tests required to close out Anomaly Reports raised during the first test.

The list of AR's shall be listed in this section

### 3.6 Test Pass/Fail Criteria

Each subsystem to be used in this test shall be expected to comply with the requirements and objectives set down for this test.

### 3.7 Test Suspension Criteria and Requirements to Resume

The test shall be suspended under the following circumstances:

- Unavailability of all necessary test data
- Unavailability of key test personnel
- Hardware breakdown
- Serious network failure within ESAC affecting links with external world

### 3.8 Schedule

2 weeks before the test can be executed, the following tasks shall be completed:

- First Test readiness Review shall take place to define activities to be performed in preparation for the test & open issues

1 week before the test can be executed, the following tasks shall be completed:

- Second Test readiness Review shall take place to define remaining activities to be performed & open issues

2 days before this test can be executed, the following tasks shall be completed:

- Final Pre-test readiness review to be performed to confirm that test can proceed. This shall also include the list of all open SPRs/SCRs that affect the running of the system test

Note for the 1<sup>st</sup> test, the final TRR shall take place on the same day as the test.



## 4 KP & GT SYSTEM TEST #1 - TEST CONFIGURATION & PROCEDURES

### 4.1 General Overview of Test activities on a Day per Day basis

#### **DAY #1 - OPENING THE AO & FIRST STEPS**

- 1(a) All HSC software specific steps involved should make use of the relevant procedures defined in the HFOM document
- 1(b) Going through the steps involved in making the software & documentation visible to the community (well actually using internal HSC website)
- 1(b) Opening the Proposal handler reception tool at HSC
- 1(d) Downloading to various platforms of the PST the different versions of HSPOT & indeed of all required documentation
- 1(e) Confirming correct start-up and running of the software including making use of the visualization tool and running time estimation for each proposal.
- 1(f) Making use of the Herschel Service – Helpdesk, from the astronomer perspective & from a HSC perspective

#### **DAY #2 - CLOSING THE AO:**

- 2(a) All PST to generate test proposals during this day using their specific HSPOT version. These proposals must be linked to the KPOT call for proposals.
- 2(b) Again sending Helpdesk questions & receiving answers, accessing the website, registering with LDAP for new users as required, shall be performed during this day.
- 2(c) All proposals will be delivered at the same time of the day (note again, they must be linked to KPOT)
- 2(d) The HFOM procedures on monitoring the HSC system shall be followed for all HSC specific activities

#### **DAY#3 - POSTAO**

- 3(a) Preparation of the HOTAC panels & assignation of the proposals to each one
- 3(b) Opening of the HOTAC panel access to the website & insertion by HOTAC of their comments
- 3(c) Closure of the HOTAC panel access to the website
- 3(d) Preparation for the HOTAC meeting
- 3(e) The HOTAC meeting itself i.e. Performance of a representative HOTAC meeting whereby the proposals will be quickly categorised and updated with appropriate times allocations etc.
- 3(f) Post-HOTAC activities

**Note 1** – Both PHS & MPS are involved as these applications represent the final "user software" of the proposals. With their involvement, then and only then can it be confirmed that the proposals as generated by the astronomer have not been changed/alterd in any way up to the point where they can be scheduled.

## 4.2 Participation by the PST in the 1<sup>st</sup> test - who does what & when

### **(a) KPGT-PROC-TST1-001 - Opening the system for the AO (12am Monday 11<sup>th</sup>)**

Mark Kidger, LO'Rourke, Pedro Lario Garcia, Eva Verdugo

### **(b) KPGT-PROC-TST1-002 – Downloading the Software & the Documentation (4pm onwards – Monday 11<sup>th</sup> December)**

The full Project Scientist Team

### **(c) KPGT-PROC-TST1-003 – Confirming correct startup & running of the software (Monday/Tuesday morning 12<sup>th</sup>/13<sup>th</sup> December)**

The full Project Scientist Team

Note : Mark Kidger shall use all three platforms available to him for this test.

### **(d) KPGT-PROC-TST1-004 – Creating a new user with User Registration (Monday 11<sup>th</sup> December)**

Tim Lock, Ana Heras, Miguel Sanchez, LO'Rourke

### **(e) KPGT-PROC-TST1-005 – Logon to the helpdesk as an astronomer user (Monday & Tuesday 11<sup>th</sup> & 12<sup>th</sup> December)**

Tim Lock, Ana Heras, Miguel Sanchez, LO'Rourke

### **(f) KPGT-PROC-TST1-006 – Logon to the helpdesk as a Herschel agent - PST members (Tuesday 12<sup>th</sup> December)**

The following people shall be responsible for the questions that shall appear on the helpdesk:

- Ivan Valtchanov – SPIRE questions
- Roland Vavrek – PACS questions
- Tony Marston & David Teyssier – HIFI questions
- General questions – Charo Lorente
- Call for proposals – Mark Kidger

Note that other members of the PST are welcome to login to see how the questions have been answered (& filed where applicable).

### **(g) KPGT-PROC-TST1-007 – Submitting the proposals to the HSC (between 4 & 5pm – 12<sup>th</sup> December)**

The full Project Scientist Team

Ana Heras, Larry O'Rourke & Miguel Sanchez using their test username/passwords

M.Kidger, I.Valtchanov & D.Teyssier attempt to submit proposals after the AO closure

### **(h) KPGT-PROC-TST1-008 – Closing the KP & GT proposal Submission (5pm – 12<sup>th</sup> December)**

Mark Kidger, LO'Rourke, Pedro Lario Garcia, Eva Verdugo

### **(i) KPGT-PROC-TST1-009 – Setting up the HOTAC process (Monday morning 18<sup>th</sup> December)**

Mark Kidger, LO'Rourke, Pedro Lario Garcia, Eva Verdugo, Goran Pilbratt (by phone)

**(j) KPGT-PROC-TST1-010 – The HOTAC web review (Monday 18<sup>th</sup> Dec at 2pm until Tuesday 19<sup>th</sup> at 2pm)**

HOTAC web review : Members of the PST who are available and who are defined to be in the appropriate panels as agreed with Goran Pilbratt.

Closing the web review process : M.Kidger, P.Garcia Lario, LO'Rourke, E.Verdugo

**(k) KPGT-PROC-TST1-011 – The HOTAC meeting & final proposal update (Tuesday 19<sup>th</sup> at 3pm)**

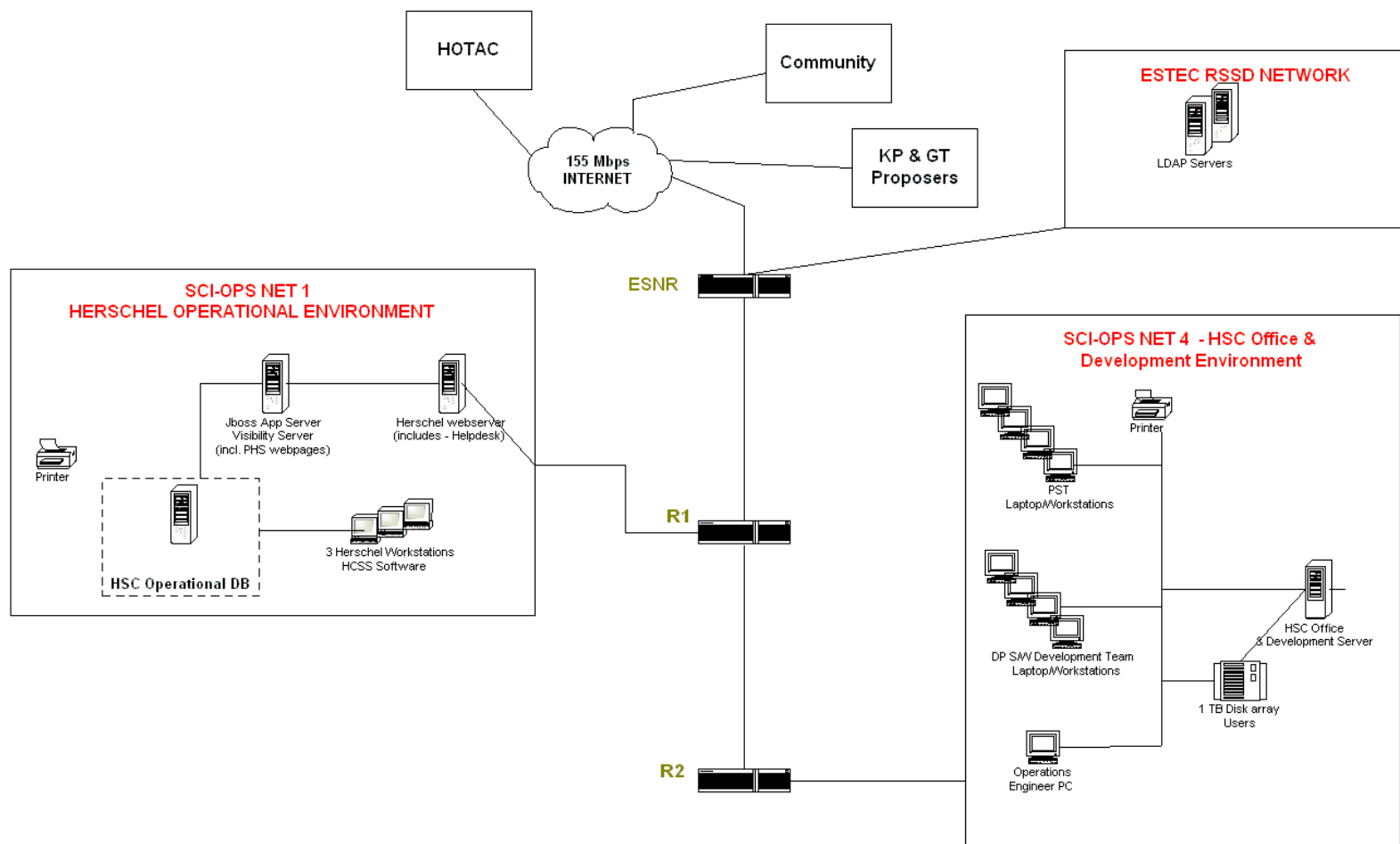
HOTAC meeting : Members of the PST who are available and who are defined to be in the appropriate panels as agreed with Goran Pilbratt.

Final proposal update process: M.Kidger, P.Garcia Lario, LO'Rourke, E.Verdugo

### 4.3 Test Configuration for KP & GT Ground Segment Test #1

The test configuration shall be as follows for the 1<sup>st</sup> test planned in mid December:

#### HSC Operational, Office & Development Environments KP & GT Ground Segment System Test Configuration



## **Hardware Configuration**

- HCSS 0.4.0/PHS 1.9.0 is installed on DB operational server (Herdb01). Access to this release from the 3 Operational workstations i.e. heropl01, heropl02 and heropl03, is possible as the relevant disks containing this software is mounted on these workstations. A similar situation exists for the JBOSS server (herjb01)
- Kayako & Herschel.esac.esa.int web are installed on sciwww server.
- The LDAP software API is located on the ESTEC RSSD LDAP server with a link from the main HSC webpage
- The PHS web pages are located on the jboss server.

## **Software configuration**

- HCSS 0.4.0 (build number 1063)
- PHS 1.9.0 (build number 391)
- The DB to be used at ESAC for the system test is the same as PST ATP - hsc\_ops\_pst\_at\_0sci1d
- RSSD LDAP version
- Kayako Helpdesk - v 3.0.0.32

## **Communications configuration**

The Interface between the HSC and the outside world shall be via the public internet

## **Interface Setup**

- HSPOT proposal upload link to the Herschel web & JBOSS server applications
- PHS link to the Operational DB server
- PHS login linked to the LDAP server in ESTEC
- User Registration linked to the LDAP server in ESTEC
- Helpdesk linked to the LDAP server in ESTEC

## 4.4 Test Procedures

### KPGT-PROC-TST1-001 - Opening the system for the AO

#### (a) General Procedure Issues

##### *Who runs this procedure:*

Mark Kidger, LO'Rourke, Pedro Lario Garcia, Eva Verdugo

##### *When shall this procedure be run:*

12am on the 11<sup>TH</sup> December 06

#### (b) Verify that all links required for the test are in place & working

##### *Procedure steps:*

Verify that the following links are in place at the start of the test :

- **Main webpage**
  - This shall be located at <http://www.sciops.esa.int/Herschel/v3.1/>
  - This webpage is password protected and can be accessed with the username 'hscdev' and the same password as for the internal pages of the Herschel Science Centre
- **AO Software & Documentation :**
  - When logged in, the AO Software & Documentation can be accessed by clicking on the link “AO for Key Programme”.
  - This leads to a webpage which lists the documents available for the AO (& provides links to them such that they can be downloaded) and the software available for the various platforms relevant to the HSPOT users.
  - Verify that the links for the documents are correct
  - Verify that the links to the software is correct and that the html page containing these links is visible
- **User Registration**
  - When logged in to the main webpage, follow the link on the left hand side of the page which leads to “user registration”
  - This should lead to the user registration webpage
- **Helpdesk**
  - When logged in to the main webpage, follow the link on the left hand side of the page which leads to “helpdesk”
  - This should lead to the Helpdesk login webpage
- **Proposal Handling web login**
  - When logged in to the main webpage, follow the link on the left hand side of the page which leads to “proposers”
  - This should lead to the Proposal Handling login webpage

*Pass/fail criteria:* All links required for the test are accessible & working

### (c) Opening the Proposal handler reception tool at HSC

*Procedure steps:*

- Run the following HFOM procedures
  - HSC-PROC-PHS-0001 : Logging onto the HSC Operational workstations as a PHS user
  - HSC-PROC-PHS-0003 : Setting the AO programme in the DB. Ensure that the programme KPOT exists in the DB for this test
  - HSC-PROC-PHS-0004 : Setting the Observation Programme to OPEN : This opens the KPOT AO programme

*Pass/fail criteria:*

- The Programme should be open and proposals should be allowed to be uploaded.

### (d) Ensure that all the PST have their name registered in the VERSANT DB at ESAC

*Procedure steps:*

- Run procedure HSC-PROC-PHS-0001 to logon to the operational workstations as a Role Manager user. See also point (g) of that procedure
- Once logged in and the main Role Manager window is opened, click on the Users Tab of this window.
- Check which of the Project Scientist Team are defined as Users and which are not. For those which are not defined as users, proceed to add each one of them to the Users Panel
- In addition to the PST, place the following usernames hscst40, hscst41, hscst42 and hscst43 into the user window.
- Finally, ensure that each of the PST users & the test users above have been defined as Astronomer roles by clicking on the Role Tab of the Role Manager window. If not then assign them.

## KPGT-PROC-TST1-002 - Downloading the Software & the Documentation

### (a) General Procedure Issues

#### *Who runs this procedure:*

The full Project Scientist Team

#### *When shall this procedure be run:*

From 4pm onwards on the 11<sup>th</sup> December 06

### (b) Initialisation of the

#### *Procedure steps:*

Downloading the software & documentation shall be possible by following the steps below:

- **Firstly access the Main webpage**
  - This shall be located at <http://www.sciops.esa.int/Herschel/v3.1/>
  - This webpage is password protected and can be accessed with the username 'hscdev' and the same password as for the internal pages of the Herschel Science Centre
- **Then go to where the AO Software & Documentation is located :**
  - When logged in, the AO Software & Documentation can be accessed by clicking on the link “AO for Key Programme”.
  - This leads to a webpage which lists the documents available for the AO (& provides links to them such that they can be downloaded) and the software available for the various platforms relevant to the HSPOT users.
- **Next download one of the documents**
  - For each document to be downloaded the username & password for the livelink will need to be inserted. This is a temporary measure for this test as in the final AO these will be direct links.
  - Download 2 of the documents shown and confirm that the file can be opened on your workstation/laptop/PC
  - Verify that the document contents are not corrupted or have errors within them due to the specific platform setup that you are using
  - Take note of the time required to download the documents to your platform
- **Finally download the software**
  - Next clicking on the HSPOT link, you will be led to a table where a list of the HSPOT version versus platform is available.
  - Select the HSPOT version to be downloaded for your platform and proceed to install it on your workstation/laptop or PC.
  - Take note of the time required to download the software to your platform

#### *Pass/fail criteria:*

- Download of a subset of the documentation package is successful with no errors being encountered either in the download nor in the documentation itself
- Download of the software is successful with no errors encountered



## KPGT-PROC-TST1-003 - Confirming correct startup & running of the software

### (a) General Procedure Issues

#### *Who runs this procedure:*

The full Project Scientist Team

Note : Mark Kidger shall use all three platforms available to him for this test.

#### *When shall this procedure be run:*

From 4pm onwards on the 11<sup>th</sup> December 06 – also can be done on the 12<sup>th</sup> December morning

### (b) Confirming correct start-up and running of software

#### *Procedure steps:*

- Start the HSPOT software on your platform and confirm a correct start up.
- Open various windows and verify that they open as you would expect with no resultant errors
- Proceed now to generate different proposals making use of the visualization tool & Time estimation
- IMPORTANT NOTE : Proposals that are to be submitted shall be connected to the KPOT call for proposals only. If they are sent for e.g. KP, then they will not be allowed to be submitted by the PHS.
- Save these proposals as AORs in your system

#### *Pass/fail criteria:*

- Software starts up correctly
- Connection to the ESAC server for time estimation works correctly with a response received within an acceptable time period

## KPGT-PROC-TST1-004 - Creating a new user with User Registration

### (a) General Procedure Issues

#### *Who runs this procedure:*

Tim Lock, Ana Heras, Miguel Sanchez, LO'Rourke

#### *When shall this procedure be run:*

From 4pm onwards on the 11<sup>th</sup> December 06 – also can be done on the 12<sup>th</sup> December morning

### (b) Registering a new user with the user registration tool

#### *Procedure steps:*

To connect to the User Registration then follow the steps below:

- **Firstly go to the Main webpage**
  - This shall be located at <http://www.sciops.esa.int/Herschel/v3.1/>
  - This webpage is password protected and can be accessed with the username 'hscdev' and the same password as for the internal pages of the Herschel Science Centre
- **Now go the User Registration webpage**
  - When logged in to the main webpage, follow the link on the left hand side of the page which leads to “user registration”
  - This should lead to the user registration webpage. Note that there may be an intermediate page where you may have to click on Register new user (TBC)
- **Next create a new user**
  - When you arrive to the user registration webpage then proceed to create the following new user :
    1. Ana shall create a new user with username hscst40 and password pleaseModify
    2. Tim shall create a new user with username hscst41 and password pleaseModify
    3. Miguel shall create a new user with username hscst42 and password pleaseModify
    4. Larry shall create a new user with username hscst43 and password pleaseModify
- **Additional User details**
  - Email address shall correspond to your own email address e.g. @rssd.esa.int or esa.int
  - Country should be your own country
  - Address can be a dummy address
  - Follow the instructions until the new user is confirmed to be created.
- Finally verify that your new username & password exists in the LDAP database
  - Go to [www.rssd.esa.int](http://www.rssd.esa.int) and login with that new username & password. It should be possible to login.

#### *Pass/fail criteria:*

- Access to the user registration is possible
- The new test username account is created by following the instructions
- You can login to the rssd webpage using this new username & password

## KPGT-PROC-TST1-005 - Logon to the helpdesk as an astronomer user

### (a) General Procedure Issues

#### *Who runs this procedure:*

Tim Lock, Ana Heras, Miguel Sanchez, LO'Rourke

#### *When shall this procedure be run:*

From 4pm onwards on the 11<sup>th</sup> December 06 – also can be done on the 12<sup>th</sup> December morning

### (b) The two user roles that will run in this test

- The idea of this test is that someone not belonging to the HSC shall be able to login to the helpdesk using their LDAP username & password and ask questions of the HSC.  
There will be two types of users for this test.
  - The first will be Tim, Ana, Miguel & Larry logged in using their own LDAP username & password. In this case the questions are submitted under their name.
  - The second user type shall be Tim, Ana, Miguel & Larry logged in using the new LDAP username & passwords that they each created as defined in KPGT-PROC-TST1-004 above i.e. hscst40 to 43.

### (c) Logon to the Herschel Helpdesk as a normal astronomer user

#### *Procedure steps:*

To connect to the Helpdesk then follow the steps below:

- **Firstly go to the Main webpage**
  - This shall be located at <http://www.sciops.esa.int/Herschel/v3.1/>
  - This webpage is password protected and can be accessed with the username 'hscdev' and the same password as for the internal pages of the Herschel Science Centre
- **Now go the Helpdesk**
  - When logged in to the main webpage, follow the link on the left hand side of the page which leads to “Helpdesk”
  - This should lead to the Helpdesk webpage.
- Logon in your own name first
  - Tim, Ana, Miguel & Larry shall each login to the Helpdesk using their own LDAP username & password.
  - Once inside then they should each proceed to ask a number of questions which touch upon one of the following topics (pull-down menu options)
    - Instrument specific i.e. SPIRE, PACS, HIFI
    - General
    - Call for Proposals
  - Once completed then you can logout
  - Please note that once your question has been submitted then you should receive an email with the reference number of the question plus a link to follow up on the answers provided to that question
- Logon in your hscst name first
  - Tim, Ana, Miguel & Larry shall each login to the Helpdesk using the hscst# username & password that they have created using the user registration tool
  - Once inside then they should each proceed to ask a number of questions which touch upon one of the following topics (pull-down menu options)
    - Instrument specific i.e. SPIRE, PACS, HIFI
    - General

- Call for Proposals
- Once completed then you can logout
- Please note that once your question has been submitted then you should receive an email with the reference number of the question plus a link to follow up on the answers provided to that question

***Pass/fail criteria:***

- Access to the helpdesk as an astronomer user is possible whereby your name exists in the LDAP database
- Successful reception of emails by the astronomer as to the status of the questions raised by him/her
- Confirmation that all relevant information is contained in these emails

## **KPGT-PROC-TST1-006 - Logon to the helpdesk as a Herschel agent (PST member)**

### **(a) General Procedure Issues**

#### ***Who runs this procedure:***

The Helpdesk has many categories within it to which astronomers can link their questions to. These categories are for the following question types:

- Instrument specific questions – HIFI, SPIRE & PACS
- General questions
- Call for proposals questions

Based upon the above, the following people shall be responsible for the questions that shall appear on the helpdesk:

- Ivan Valtchanov – SPIRE questions
- Roland Vavrek – PACS questions
- Tony Marston & David Teyssier – HIFI questions
- General questions – Charo Lorente
- Call for proposals – Mark Kidger

Note that other members of the PST are welcome to login to see how the questions have been answered (& filed where applicable).

#### ***When shall this procedure be run:***

From Tuesday 12<sup>th</sup> December in the morning until Wednesday 13<sup>th</sup> December evening. Note that the above individuals should login when time allows and check for questions which are applicable to their topic.

### **(b) Logging in to the Helpdesk as a Herschel agent (PST member)**

#### ***Procedure steps:***

To access the Helpdesk software as an HSC Authorised agent (also known as Kayako staff), then use HFOM procedure – HSC-PROC-HLP-0001

The username & password to login to the helpdesk shall be your short username e.g. tmarston, rvavrek

The password is the same as your username (TBC)

Proceed to answer the questions linked to your particular area.

Note it is TBC whether the questions will already have been filed to the appropriate folder. This is to be discussed with Charo Lorente.

#### ***Pass/fail criteria:***

- Access as a Herschel Helpdesk agent is possible and update/review of the questions can be performed

## KPGT-PROC-TST1-007 - Submitting the proposals to the HSC

### (a) General Procedure Issues

#### *Who runs this procedure:*

The full Project Scientist Team

Ana Heras, Larry O'Rourke & Miguel Sanchez using their test username/passwords

M.Kidger, I.Valtchanov & D.Teyssier attempt to submit proposals after the AO closure

#### *When shall this procedure be run:*

Between 4pm & 5pm on the 12<sup>th</sup> December 06.

For those wishing to submit proposals and then perform updates, then you can of course submit the proposals earlier and test this.

At 5:15 pm the submission software at the HSC shall be disabled. The PST are encouraged to try to submit (or try to update) a proposal after that time to confirm that it is not allowed (take note of the error message that you receive).

### (b) Generate AORs for the test

#### *Procedure steps:*

- As part of KPGT-PROC-TST1-0003, the PST will have generated example AORs using the software they have downloaded.
- These AORs should be saved to the system until 4pm on Tuesday 12<sup>th</sup> December
- LO'Rourke, M.Sanchez & Ana Heras shall produce AORs for the test users hscst40 and hscst43 respectively. These shall be uploaded also between 4 & 5pm.

IMPORTANT NOTE : Proposals that are to be submitted shall be connected to the KPOT call for proposals only. If they are sent for e.g. KP, then they will not be allowed to be submitted by the PHS.

### (b) Submit the AORs between 4pm & 5pm

#### *Procedure steps:*

- Between 4pm and 5pm on Tuesday 12<sup>th</sup> December, using the HSPOT software, the team should proceed to submit their proposals to the system at ESAC.
- Final reminder – please ensure that the KPOT call for proposals is selected for each of the AORs.

### (c) Submit AORs after 5:15pm

#### *Procedure steps:*

At 5pm, the AO submission process shall be over and the software disabled as defined in the next procedure. At 5:15 & beyond, M.Kidger, I.Valtchanov & D.Teyssier shall attempt to submit proposals to verify that they are not allowed. In addition, an attempt to try to edit your submitted proposals should also be performed.

#### *Pass/fail criteria:*

- AORs are correctly created & saved
- AORs can be submitted to the HSC without any problems during the period in question
- AORs are not allowed to be submitted after the AO closes.



## **KPGT-PROC-TST1-008 - Closing the KP & GT proposal Submission**

### **(a) General Procedure Issues**

#### ***Who runs this procedure:***

Mark Kidger, LO'Rourke, Pedro Lario Garcia, Eva Verdugo

#### ***When shall this procedure be run:***

At 5:05 pm on the 12<sup>th</sup> December 2006

### **(b) Generate AORs for the test**

#### ***Procedure steps:***

- Run HFOM procedure HSC-PROC-PHS-0006 : Setting the Observation Programme to CLOSED

#### ***Pass/fail criteria:***

- Steps in the HFOM procedure are correct and the software performs as expected.



## **KPGT-PROC-TST1-009 - Setting up the HOTAC process**

### **(a) General Procedure Issues**

#### ***Who runs this procedure:***

Mark Kidger, LO'Rourke, Pedro Lario Garcia, Eva Verdugo, Goran Pilbratt (by phone)

#### ***When shall this procedure be run:***

Monday 18<sup>th</sup> December (with telecon held with Goran the week before)

### **(b) Setting up the HOTAC panels**

#### ***Procedure steps:***

- Run HFOM procedure HSC-PROC-PHS-0007 : Setting up the HOTAC panels
- Run also the first part of HSC-PROC-PHS-0008 : The HOTAC Proposal web review in order to allow HOTAC members to access & provide comments on the proposals

#### ***Pass/fail criteria:***

- Steps in the HFOM procedure are correct and the software performs as expected.

## KPGT-PROC-TST1-010 - The HOTAC web review

### (a) General Procedure Issues

#### *Who runs this procedure:*

HOTAC web review : Members of the PST who are available and who are defined to be in the appropriate panels as agreed with Goran Pilbratt.

Closing the web review process : M.Kidger, P.Garcia Lario, LO'Rourke, E.Verdugo

#### *When shall this procedure be run:*

HOTAC web review = Monday afternoon 18<sup>th</sup> December & Tuesday morning 19<sup>th</sup> December

HOTAC web review closes at 2pm on Tuesday 19<sup>th</sup> December

### (b) Opening the HOTAC web for review by the panels

#### *Procedure steps:*

- To access the HOTAC web review page, click on the following link :
  - [www.herschel.esac.esa.int/phs/](http://www.herschel.esac.esa.int/phs/)
- Login with your LDAP username & password
- Proceed to provide comments on the proposals visible to you.
- Send an email to P.Garcia Lario stating which panel you belong to and which proposals you can see. This is to confirm that the software is working as expected.

### (c) Closing the HOTAC web review

#### *Procedure steps:*

- Run the second part of HSC-PROC-PHS-0008 : The HOTAC Proposal web review in order to close access to the HOTAC members to provide comments on the proposals

#### *Pass/fail criteria:*

- Access to the HOTAC web is possible
- Login and visibility & editing capability of the proposals assigned to the individual in question
- Confirmation that the individual only sees those proposals that he/she is supposed to see
- Steps in the HFOM procedure are correct and the software performs as expected.

## **KPGT-PROC-TST1-011 - The HOTAC meeting & final proposal update**

### **(a) General Procedure Issues**

#### ***Who runs this procedure:***

HOTAC meeting : Members of the PST who are available and who are defined to be in the appropriate panels as agreed with Goran Pilbratt.

Final proposal update process: M.Kidger, P.Garcia Lario, LO'Rourke, E.Verdugo

#### ***When shall this procedure be run:***

HOTAC meeting = Tuesday evening 19<sup>th</sup> December at 3pm

### **(b) The HOTAC meeting**

#### ***Procedure steps:***

- Run HFOM procedure HSC-PHS-PROC-0009 : The HOTAC meeting, and update the proposals as agreed at that meeting

### **(c) Final Proposal updates**

#### ***Procedure steps:***

- Run HFOM procedure HSC-PHS-PROC-0010 : Post HOTAC meeting activities, and update the proposals as defined in that procedure
- After Save all, proceed to check that the final Proposal comments appear correctly in the web i.e. ask various members of the PST to check their proposal status

### **(d) Check of the proposals with the Mission Planning System**

This is a nice to have activity but once the procedures are finally accepted, then (with the help of J.Brumfitt) start the MPS software and confirm that these can be seen and can be scheduled.

## 5 KP & GT SYSTEM TEST #2 - TEST CONFIGURATION & PROCEDURES

### 5.1 General Overview of Test activities on a Day per Day basis